

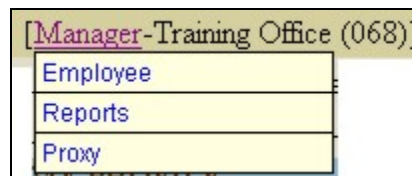
MANAGER

NOTE: The System Administrator assigns the Manager role on the ETMS for all Training Groups.

OVERVIEW: As a Manager, you will have all the functions of Employee and Supervisor (see Employee/Supervisor Help Files).

The Manager Role will allow you to manage all Employees' Training Requirements that are assigned to the Training Group. There are three additional tasks on the Manager's Home Page, the Manager drop down menu, the Training Request Management bar and the Course Leader Management bar.

- I. **MANAGER DROP DOWN MENU:** By placing the mouse on the [\[Manager\]](#) link three management tasks will appear on a drop down menu: Employee, Reports and Proxy. The drop down menu will look similar to this:



- A. **Employee:** This page allows the Manager to view their Employees Home Page and Training Records. By clicking the [Employee](#) link within the drop down menu, a page will appear that will look similar to this:

A screenshot of a web application titled 'Employees'. It features a 'Close Window' button at the top right. Below the title, there is a search bar with the text 'Search by name:' and a 'search' button. To the left of the search bar is a link labeled 'P.O.S.T.'. At the bottom, there is a navigation bar with links for 'All', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z'.

1. **Employee Listing:** To locate all Employees, click the [All](#) link or [A-Z](#) listing based on the last name. To search by a keyword, type in the first or last name and click **search**. The screen will look similar to this:

Close Window Back

Employees

P.O.S.T. Search by name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Email	Classification	Sub-Group	Training Record
ADAMS, KELLY	ginger@parks.ca.gov	Life Guard I (Seasonal)	William Penn Mott Jr. Training Center	View
ALHAMBRA, EDITH	ealhambra@parks.ca.gov	Management Service Technician	William Penn Mott Jr. Training Center	View
BREAKFIELD, CONNIE	CBREAKFIELD@parks.ca.gov	Supervising State Park Ranger	William Penn Mott Jr. Training Center	View
BURKE, JAMES	thejburkes@aol.com	State Park Superintendent II	William Penn Mott Jr. Training Center	View
BURKE, ROBERT	burke@ltd.com	State Park Ranger	William Penn Mott Jr. Training Center	View
BURNER, ROY	jdanielson@parks.ca.gov	State Park Ranger	William Penn Mott Jr. Training Center	View
COMBS, CHARLES	chuck@parks.ca.gov	TRAINING OFFICER II	William Penn Mott Jr. Training Center	View
CURRY, MICHAEL	mcurry@parks.ca.gov	State Park Superintendent II	William Penn Mott Jr. Training Center	View
DANIELSON, JOANNE	JDANIELSON@parks.ca.gov	State Park Superintendent II	William Penn Mott Jr. Training Center	View
GARDNER, MICHELLE	mgard@parks.ca.gov	State Park Superintendent I	William Penn Mott Jr. Training Center	View

NOTE: Review your Employee listing to insure that all Employees are listed. Any missing Employee needs to update their profile.

- a. **Home Page:** To view the details of an Employee's Home Page, click the Employee's name. The Manager will be presented with a screen that will allow them to edit the Employee's profile and view required training program compliance. The screen will look similar to this:

Close Window Back

HOME PAGE

Name
POTTER, HARRY

Classification
#0963: State Park Ranger

Instructor Type:
Defensive Tactics

Education/License
N/A

Training Group
Monterey District (720)

Sub Training Group
Monterey Sector (w)

Email
hpotter@parks.ca.gov

Work Phone
(999) 999-9999

Primary Supervisor
BLACK, SIRIUS

Alternate Supervisor
BLACK, SIRIUS

Training Coordinator
WEASLEY, RON

Manager
GRAINER, HERMOINE

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
Field Training Officer	40	6/10/2005	6/10/2007	NO
Total Hours	0	Out of Compliance You Need 10 more hour(s)		

Requirement 2 : Perishable Skills (Every 24 months)

Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	1/25/2006	1/25/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	2/8/2006	2/8/2008	YES

Required Programs

Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
EEO With All Due Respect	Supervisor	Pending	24	5/25/08	NO
Racial Profiling	Classification	11/5/2003	60	11/5/2008	YES
P.O.S.T. Basic Certificate	Classification	Pending			NO
Appraisal and Development Plan (DPR 911)	Supervisor	Pending	12	3/26/08	NO
Defensive Tactics Instructor Refresher	Supervisor	5/21/2004	48	5/21/2008	YES
Defensive Driver Training Program	Supervisor	11/29/2005	48	11/29/2009	YES
ETMS Version 3 Orientation	Supervisor	Pending			NO

- (1) **Edit Employee's Profile:** To edit the information in an Employee's Profile do the following:
 - (a) **Training Group:** To change the Employee's Training Group, select the new Training Group from the drop down menu. This allows the system to load the Sub-Groups and Supervisors.
 - (b) **Sub-Group:** To select, click the down arrow and select the appropriate Sub-Group or select N/A if not assigned to a Sub-Group.
 - (c) **Supervisor(s):** Select the Supervisor from the drop down menu as Primary and a different name as Alternate if applicable. If the Employee does not have an Alternate Supervisor, select the same name for both Primary and Alternate.
 - (d) **Email:** Enter the Employee's current email address.
 - (e) **Work Phone:** Enter the Employee's current work phone number.
 - (f) **Submit**
 - (g) **Back:** Click the back button to return to Employee listing.
- (2) **Required Training Programs:** From the Employee listing, click the name link to view required training programs and compliance in the following areas:
 - (a) **P.O.S.T. Management**, if applicable.
 - (b) **Required Programs**, if applicable.
 - (c) **Continual Professional Training (CPT) Management**, if applicable.
 - [1] Click the [YES/NO](#) link to view compliance details.
- b. **Employee Training Record:** To view the Employee's Training Record, click the [View](#) link in the Training Record column. This screen will list all training programs and instructor hours that have been added to the ETMS. The screen will look similar to this:

NOTE: Training records prior to year 2000 are stored in hard copy at the Mott Training Center.

Training Record - Windows Internet Explorer
<https://etms.parks.ca.gov/development/trainingrecord>

Close Window

Training Record (PETRIE, CINDY)

 [\(download training record\)](#)

Training Programs Completed								
Correction	Program Title	Repeat Interval (months)	Training Provider / Program Provider	Location	Completion Date	Length (hr)	Grade	Training Category
Submitt	Intermediate Capacity Skills	N/A	State Agency DPR	Monterey	6/21/2007	36	Credit	
Submitt	Basic Interpretation for Guides and Interpreters	N/A	State Agency DPR	Hilo, Hawaii	6/21/2007	36	N/A	
Submitt	Intellectual Property Rights	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
Submitt	Intellectual Property Rights	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
Submitt	Firearms Shotgun Training and Qualification	6	State Agency DPR	Big Sur	6/20/2007	1	Credit	
Submitt	Continuing Advanced Officer	24	State Agency DPR	Wahuku	6/20/2007	24	Credit	
Submitt	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	N/A	Private Vendor mpc	monterey	6/19/2007	8	N/A	Job Related
Submitt	Pods in Education	N/A	State Agency DPR Sierra Jobs	The Milky Way	5/21/2007	28	N/A	
Submitt	Maintenance Leadership Conference	N/A	State Agency DPR	Sacramento	10/27/2006	32	Credit	
Submitt	Appraisal and Development Plan (DPR 911)	12	DPR	MTC	10/11/2006	0	N/A	Job Related
Submitt	Appraisal and Development Plan (DPR 911)	12	DPR	MTC	10/4/2006	0	N/A	Job Required
Submitt	CAMP - Equipment Property Management	N/A	DPR Valerie Laam	Sacramento HQ	4/25/2006	16	N/A	Job Related
Submitt	Rehabilitation (Cabin, 30 Minutes)	24	DPSP	NATP	7/17/2006	1	N/A	Job Related


start | Control Panel | Help | Training Record - W... | User Home Page... | Training Record - W... | 4:24 PM

- (1) **Program Title:** If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

Close Window | Print this Page

Approved

Name:	POTTER, HARRY
Classification:	State Park Interpreter I
Training Group:	Training Office (065)
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Marconi
Program Title:	Skills for Interpreting to Children
Training Request Is:	Job Required
Justification:	
Date:	1/8/2007 - 1/12/2007
Pre-Selected	
Supervisor:	N/A
Date Approved:	12/20/2006
Supervisor Comment:	No Data
Sub-Group Manager:	N/A
Date Approved:	N/A
Sub-Group Manager Comment:	No Data
Manager:	N/A
Date Approved:	12/20/2006
Manager Comment:	No Data
Training Specialist:	GRAINGER, HERMOINE
Date Approved:	12/20/2006
Training Specialist Comment:	No Data
Accommodation:	
Explanation:	

 Certificate of Completion
 Certified By : GRAINGER, HERMOINE
 Certified Date : 5/16/2007 7:43:07 AM

- c. **P.O.S.T. Compliance:** To access the P.O.S.T. Compliance Report, click the [Employee](#) link within the drop down menu, a page will appear that will look similar to this:

Close Window

Employees

[P.O.S.T.](#)

Search by name:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

By clicking the [P.O.S.T.](#) link, a Compliance Report will appear for all State Park Peace Officers assigned to the Manager and the status of their P.O.S.T. training. The screen will look similar to this:

Close Window

P.O.S.T (C.P.T.) Compliance Report

Name	Classification	In Compliance
POTTER, HARRY	Lifeguard Supervisor I	NO
BLACK, SIRIUS	State Park Ranger	NO
WEASLEY, RON	State Park Ranger	NO
GRAINGER, HERMOINE	Lifeguard	YES
DOE, JOHN	State Park Ranger	NO
HITCHCOCK, ALFRED	State Park Ranger	NO
WAYNE, JOHN	Lifeguard	YES
DICK, MOBY	State Park Ranger	NO
LADD, ALAN	State Park Ranger	NO
ROGERS, GINGER	Supervising State Park Ranger	NO
ASTAIRE, FRED	State Park Ranger	NO
CABLE, CLARK	Lifeguard	NO

- (1) To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

POTTER, HARRY

Close Window

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date
PSP Driver Training	2	9/27/2006	9/27/2008
PSP Arrest and Control Training	12	2/23/2006	2/23/2008
Total Hours	14	In Compliance	

Requirement 2 : Perishable Skills (Every 24 months)

Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	6	10/29/2003	10/29/2005	NO
PSP Driver Training	4	6	9/27/2006	9/27/2008	YES
PSP Arrest and Control Training	4	16	2/23/2006	2/23/2008	YES
PSP Tactical Communications	2	2	12/20/2003	12/20/2005	NO

- B. **Reports:** By clicking the [Reports](#) link within the Manager drop down menu, a screen will appear with several standard reports. The screen will look similar to this:

<div>Close Window</div> <div>Back</div> <h2>Report Management</h2> <p>90 Day Evaluation</p> <p>POST Compliance Report - By Sub Training Group - Classification</p> <p>Program Compliance Report</p> <p>COST For Out-Service</p> <p>Employee Role Report</p> <p>Instructor Type</p>
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1. **Review Reports:** Click the report you want to view and complete the required fields and submit.
- C. **Proxy:** A Manager has the ability to assign another User to perform their function within the ETMS. A Manager is allowed only one Proxy at a time.
1. **Activate:** To activate a Proxy, do the following:
 - a. Click the [Proxy](#) link in the drop down menu.

- b. Select an Employee from the drop down menu and click **add**. This Employee is now the Proxy for your role.

2. **Deactivate**: The Proxy can be deactivated by the Manager or the Employee designated as Proxy. To deactivate, click the Proxy's name and click **Deactivate**.

II. TRAINING REQUEST MANAGEMENT: To manage all In-Service and Out-Service Training Requests for the Employees in the Training Group, a task bar called **MGR(Training Office (068))**: *Action Needed!* **IN(1)-OUT(0)** is located on the Manager's Home Page. There are two links that allow the Manager to manage all In-Service and Out-Service Training Requests. The number within the parenthesis is the link to the pending In-Service or Out-Service Training Requests.

NOTE: For Employees who have selected the Manager as their Primary Supervisor, their training requests are automatically routed directly to the Manager for approval action.

Managers should select themselves as their Primary and Alternate Supervisors and approve their Training Requests at the Manager level.

- A. **In-Service Training Request:** By clicking the **(#)** link, the Manager can view all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:

[Home](#) [Back](#)

Training Request Management (MANAGER)

[Pending](#) [Approved](#) [Not Approved](#)

By Name: [Search](#)

Page :

In-Service Training (Pending)

Submit Date	Name	Classification	Program	Program Date	DPR392 Due Date	SGM Ranking	Sub Group	Approval	Rank	Comment
No Data!										

NOTE: The link defaults to the Pending In-Service Training Requests.

1. [Pending](#): Displays a listing of all Training requests that are pending approval action by the Manager. The screen will look similar to this:

[Home](#) [Back](#)

Training Request Management (MANAGER)

[Pending](#) [Approved](#) [Not Approved](#) By Name:

Page : [1](#)

In-Service Training (Pending)

	Submit Date	Name	Classification	Program	Program Date	DPR392 Due Date	SGM Ranking	Sub Group	Approval	Rank	Comment
Detail	9/25/2007	WAGY, STEVEN	State Park Superintendent III	ETMS Version 3 Orientation test dy	12/5/2007 - 12/5/2007	11/1/2007	1	Capitol One	Pending <input type="button" value="v"/>	Select <input type="button" value="v"/>	<input type="text"/>

- [Detail](#): This link displays the details of the Employee Training Request.
 - Approval Action**: From the drop down menu in the Approval column, the Manager can Approve or Not Approve the Training Request. If Not Approve is selected, the Manager must provide a comment.
 - Rank**: Rank the Training Request with “1” being the highest priority and “5” being the lowest.
 - Submit**: The Training Request will be sent to the Training Specialist for their approval action.
2. [Approved](#): This link displays a listing of all Training Requests that have been approved by the Manager. Managers have the ability to edit any approved Training Requests that have not been acted upon by the Training Specialist.
 3. [Not Approved](#): This link displays a listing of all Training Requests that have not been approved by the Manager. Managers have the ability to edit any Training Requests that they have not approved.
 4. **Search by Employee Name**: The Manager has the ability to search for all Training Requests that have been submitted by the Employee. Select an Employee from the drop down menu and click the [Search](#) link.
 5. **Page**: Each page displays nine records. To view additional records click the page <#> link(s).

B. **Out-Service Training Request:** This functions exactly the same as In-Service Training Request except the ranking, which is not required, and the Training Coordinator has final approval authority.

III. **COURSE LEADER MANAGEMENT:** To manage all Course Leader Requests for the Employees in the Training Group that have the Instructor Role, a task bar called **Course Leader Mgt : MGR : Action Needed! (1)** is located on their Home Page. The number within the parenthesis is the link to the number of pending Course Leader Requests that require action by the Manager.

A. **Course Leader Request:** By clicking the (#) link, the Manager can view all Pending, Approved and Not Approved Course Leader Request. The screen will look similar to this:

Home Course Leader Request- Manager									
Pending Approved Not Approved									
Detail	Course Leader	Program Detail	Date/Time Requested	Total Hours	Instructor Approval	Supervisor Approval	SGM Approval	Manager Approval	Training Specialist
View	WAGY, STEVEN	Administrative Workshop Test v 3 North Pole	Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100)	3	Approved 9/24/2007	HENRY, GINGERLOU Approved 9/25/2007	COMBS, CHARLES Approved 9/25/2007	GREEN, MICHAEL Approval : Yes No	HENRY, GINGERLOU (831) 649-2954

NOTE: The link defaults to the Pending Course Leader Request.

1. [Pending](#): This link displays a listing of all Course Leader Requests that are pending action by the Manager.
 - a. **View:** To view the Course Leader Request, click the [View](#) link. The screen will look similar to this:

Date : 9/24/2007

To : **MANAGER**
Mott District

From : Department of Parks and Recreation
Training Office

Subject : Course Leader Request

Your Approval is requested for: STEVEN WAGY to serve as a course leader in : Administrative Workshop Test v 3

Location : North Pole

Comment :
Testing Supervisor pending page.

<u>Course Title</u>	<u>Date</u>	<u>Time</u>
Fundamentals of Personnel	12/26/2007-12/26/2007	(0800-1100) 3 hour(s)

This request will involve 3 hour(s) of instruction, plus travel time.

Once approved, WAGY, STEVEN will help provide quality training and effective instruction. We impress upon our staff and students a strong professional appearance and would like the course leaders to be a good example of that professionalism. Proper office attire should be worn at all times.

All overtime and per diem expenses that WAGY, STEVEN incurs will be paid by the Training Office. Please ensure that a copy of the Monthly Work Report, DPR 511, for any overtime incurred during this training is forwarded to the Training Center. In addition, the Travel Expense Claim should be sent to the Training Office for final approval and coding.

If you have any questions regarding this request, please contact HENRY, GINGERLOU at ginger@parks.ca.gov or (831) 649-2954. Your support and assistance in the delivery of our departmental training program is appreciated.

Michael D. Green
Acting Department Training Officer

- b. **Approve:** To approve a Course Leader Request, click the [Yes](#) link. An email is generated by ETMS and sent to the Training Specialist with a copy to the Instructor.
- c. **Not Approved:** To not approve a Course Leader Request, click the [No](#) link. Complete the comment and click **Submit**. The screen will look similar to this:

Home Course Leader Request- Manager									
Pending Approved Not Approved									
Detail	Course Leader	Program Detail	Date/Time Requested	Total Hours	Instructor Approval	Supervisor Approval	SGM Approval	Manager Approval	Training Specialist
View	WAGY, STEVEN	Administrative Workshop Test v 3 North Pole	Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100)	3	Approved 9/24/2007	HENRY, GINGERLOU Approved 9/25/2007	COMBS, CHARLES Approved 9/25/2007	GREEN, MICHAEL Please submit your reason for not approving this Course Leader Request? Comment: <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <div> <input type="button" value="Back"/> <input type="button" value="Submit"/> </div>	HENRY, GINGERLOU (831) 649-2954

The system will generate an email to the Training Specialist with a copy to the Instructor.

2. [Approved](#): This link displays a listing of all Course Leader Requests that have been approved by the Manager.
3. [Not Approved](#): This link displays a listing of all Course Leader Requests that have not been approved by the Manager.